

Application Date 6/28/73	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History. Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
Agency Application No.		Date Received JUN 29 1973	Date Completed 73-455 JUL 19 1973
3. AGENCY, Division, Subdivision & Administering Office Address Department of Transportation Division of Administration General Support Services - General Files Atlanta, Georgia		4. Person to Contact Mel Bradford	
		5. Working Title R. M. O.	6. Tel. No. 656-5253

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE.
- ☐ DISPOSE OF PRESENT ACCUMULATIONS;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series

1920 - To Date

9. Exact Series Title

City/County Highway Project File

*Simple
Written Contract*

10. What is the function of the office in which this record series is created

The Division of Administration provides staff support to the Department in the areas of general accounting, audits and fiscal procedures, personnel and training, contracts procurement and administration, equipment control, purchasing, inventory and warehouse control, general files, records management, Department budget and air travel service.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement):

Documents relating to the construction of county or city roads. The State administers the funds to the counties or cities. The cities or counties are responsible for the construction of the roads.

See attached list for documents included in the series.

The file is arranged numerically by project numbers.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers Cu. Ft. of Records	
Litho-type File Drawers	377	565.5		10	15
Legal-size File Drawers			Floor Space Occupied (Square Feet)	456	
				This Year's	Last Year's
			AVERAGE DAILY REFERENCES	25	25
				Preceding Year's	All Prior Year's
				20	10

13. Is this the Record Copy of the series? [X] []
14. Is there a duplication of this series in another office or agency?
Portions of the series are duplicated at the city or county level. [X] []
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. [] [X]
16. Does the series contain classified information requiring security handling? [] [X]
17. Does the series initiate, amend or terminate agency policies and procedures? [] [X]
18. Could the function be performed if the files were lost or destroyed? [] [X]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] [X]
20. Does the record series provide data as input to an EDP file? [] [X]
21. Does the record series contain documentation produced as EDP printout? [] [X]
22. Has the Federal Government issued instructions governing retention/disposition of these files? [] [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? [] [X]

24. REQUIREMENTS. The following requires the files to be kept 7 years:

a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

Georgia Code Annotated Section 3-705 - action upon simple contracts in writing shall be brought within 6 years after the right of action shall have accrued.

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each
- ☐ CALENDAR YEAR - ☐ FISCAL YEAR - ☒ Other Final State payment to county or city. then:
- ☐ Hold in the current files area month(s)/ year(s):
- ☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold year(s):
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Destroy immediately after cut-off.
- ☒ Other: (Specify) Place file in inactive project file; cut off inactive project file at end of calendar year; transfer project files to Records Center; hold 7 years; then destroy.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Attach Samples of the Series

Records Management Officer Dr. Dredger Date 6/28/73

Recommendations

☐ Approved ☐ Disapproved

Head of Agency/Designee

Date

in Paragraph

State

☒ Approved ☐ Disapproved

Department of Audit/Designee

Date

25 are:

Records

☒ Approved ☐ Disapproved

Secretary of State/Designee

Date

Committee

☒ Approved ☐ Disapproved

Department of Law/Designee

Date



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

Amended 10/3/74 - 74-352 + 74-353

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			AVERAGE DAILY REFERENCES	This Year's	Last Year's	Preceding Year's	All Prior Year's
				25	25	20	10

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

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14. Is there a duplication of this series in another office or agency? ☒ [X] ☐ []
Portions of the series are duplicated at the city or county level.
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. ☐ [] ☒ [X]
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(Indicate briefly rationale for recommendations above/or write additional remarks):

Attach Samples of the Series

Records Management Officer *W. Bradford* Date 6/8/73

26. Recommendations		<input type="checkbox"/> [] Approved	<input type="checkbox"/> [] Disapproved	Head of Agency/Designee	Date
in Paragraph	State	<input checked="" type="checkbox"/> [X] Approved	<input type="checkbox"/> [] Disapproved	<i>William M. Dixon</i>	6/8/73
	Records	<input checked="" type="checkbox"/> [X] Approved	<input type="checkbox"/> [] Disapproved	Secretary of State/Designee	7-16-73
	Committee	<input checked="" type="checkbox"/> [X] Approved	<input type="checkbox"/> [] Disapproved	<i>Carroll Hart</i>	7-2-73
25 are:		<input checked="" type="checkbox"/> [X] Approved	<input type="checkbox"/> [] Disapproved	Department of Law/Designee	7-16-73
				<i>W. Bradford</i>	